

Clergy Policy		
CP-002	Clergy Paternity Leave and Pay Policy	Dec-24



## Clergy Work-Life Balance

### Paternity Leave and Pay Policy

Policy Approver(s)	Bishop's Staff
Policy Owner(s)	HR Manager
Written/Revised By	HR
Next Review Date	December 2026
Related Documents	Clergy Paternity Leave and Pay Request Form Clergy Maternity Leave and Pay Policy Clergy Adoption Leave and Pay Policy Clergy Parental Leave Policy Clergy Shared Parental Leave Policy
Scope	This policy applies to all clergy licensed by the Bishop for ministry in the Diocese of Norwich. This includes all clergy holding office under Common Tenure, Qualified Common Tenure and Freehold and Archdeacons.  The Diocese of Norwich reserves the right to amend this policy at its discretion at any time.

Version Control Summary			
Version Number	Previous Revision Date	Review Date	Summary of Change/s
1.0		12/2024	New policy

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## 1. Policy Statement

This policy outlines the rights and responsibilities of office holders who are about to become or have recently become fathers and sets out arrangements for taking Paternity Leave.

This policy gives details of the enhanced Diocesan Paternity Pay provision for qualifying office holders in the Diocese of Norwich.

In the event that (under Regulation 23 of the 2009 Regulations which confers on office holders the same legal entitlement to statutory maternity, paternity, adoption and shared parental leave as employees are entitled to under the Employment Rights Act 1996) changes are made to the Employment Rights Act 1996 (or any regulations made under it) to the rights of employees in respect of maternity, paternity, adoption and shared parental leave, these changes will automatically apply to office holders and take precedence over this policy.

All matters relating to an office holder's pregnancy will be treated confidentially, unless the expectant mother wishes otherwise, and apart from when disclosure is needed to agree measures related to covering the office holder's duties during the period of leave.

For the latest Church of England guidance:

[Church of England Parental Leave](#)

And for official government guidance on statutory rights:

[Paternity pay and leave: Overview - GOV.UK](#) ([www.gov.uk](http://www.gov.uk))

An office holder cannot take paternity leave if they have first taken Shared Parental Leave.

Additional Paternity Leave was abolished in 2015 and was replaced by Shared Parental Leave. Please see the Shared Parental Leave policy for details of more flexible arrangements available to parents and how they can share childcare during the first year of their child's life.

This policy is effective from 1 September 2024 and shall not apply to any actions that occurred prior to this date.

## 2. Who is Covered by the Policy?

This policy applies to all stipendiary office holders both full time and part time including archdeacons.

Non stipendiary office holders are entitled to Statutory Paternity Leave regardless of the length of service but are not entitled to Statutory Paternity Pay.

This policy does not apply to clergy who are employees of Norwich Diocesan Board of Finance (NDBF), who have the same statutory rights to pay and leave as other employees of NDBF, and whose entitlement to enhanced pay during any period of Statutory Paternity Leave will be determined by their employment contract.

A member of the Clergy who has a period of ministry as an NDBF employee will come off the Commissioners' payroll and will thus have a break in continuous service as far as their right to SPP is concerned.

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### 3. Definitions

The definitions which apply in this policy:

**Expected Week of Childbirth (EWC):** The week, beginning on a Sunday, in which the doctor or midwife expects the office holder's partner, to give birth.

**Expected Placement Date:** The date on which an adoption agency expects that it will place a child into the office holder's care with a view to adoption.

### 4. Notification Requirements

You should inform your Archdeacon of your partner's pregnancy or your plans to become adoptive parents. Initial thoughts regarding potential paternity leave can be discussed in the first instance with the Archdeacon.

You must complete the Clergy Paternity Leave and Pay Request Form (available on the website) and send to the Archdeacon, **and** both the NDBF HR Manager and Finance Officer.

You must also complete either:

- [The HMRC online form \(previously SC3\)](#) if you are becoming a birth parent, or
- [The HMRC online form \(previously SC4\)](#) if you are becoming an adoptive parent.

You need to give a minimum of 35 days' notice, in writing, specifying the length of the period you have chosen to take and the date you have chosen your leave to begin.

#### Notification of Birth

If you wish to take Paternity Leave in relation to a child's birth, you must give us notice in writing (by completing the Clergy Paternity Leave and Pay Request Form) of your intention to do so and confirm:

- The Expected Week of Childbirth.
- Whether you intend to take one week's leave or two consecutive weeks' leave.
- When you would like to start paternity leave.

You can state that the leave will start on:

- The day of the child's birth.
- A day which is a specified number of days after the child's birth.
- A specific date later than the first date of the Expected Week of Childbirth.

#### Notification of Adoption

If you wish to take Paternity Leave in relation to the adoption of a child, you must give us notice in writing (by completing the Clergy Paternity Leave and Pay Request Form) of your intention to do so and confirm:

- The date on which you or your partner, were notified of having been matched with the child, together with the Expected Placement Date (date on which an adoption agency expects it will place a child into your care with a view to adoption).
- Whether it is intended to take one week's leave or two consecutive weeks' leave.
- When you would like to start paternity leave.

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You can state that the leave will start on:

- The day on which the child is placed with you or the primary adopter.
- A day which is a specified number of days after the child's placement.
- A specific date later than the Expected Placement Date.

You remain entitled to the benefits of all their terms and conditions throughout your paternity leave period, including their right to return to work and accrual of annual leave.

## 5. Entitlement to Statutory Paternity Leave

You can take Paternity Leave in relation to the birth or adoption of a child. You are only entitled to two weeks of leave irrespective of whether more than one child is born from the same pregnancy. There is a right to Paternity Leave even if the child has died or was stillborn after 24 weeks of pregnancy.

You cannot take Paternity Leave if you have first taken Shared Parental Leave.

In adoption cases Paternity Leave is not available to an office holder who decides to take Adoption Leave. Further details of Adoption Leave are set out in our Clergy Adoption Leave and Pay Policy.

You are entitled to Paternity leave from day one of your deployment. The Diocese of Norwich has removed the continuous service requirement and extended the right to Paternity Leave to all qualifying office holders regardless of their length of service.

The entitlement to Paternity Leave is available to employees of either gender for the purpose of caring for a child, or supporting the child's other parent, in the following cases:

- On the birth of a child, where either:
  - You are the biological father and expect to have some responsibility for the child's upbringing; or
  - You are the mother's partner and expect to have main responsibility with the mother for the child's upbringing.
- On the birth of a child to a surrogate mother where you are, or your wife/partner is, one of the child's biological parents, and you expect to obtain a parental order giving the individual and your wife/partner responsibility for the child.
- Where an adoption agency places a child with you and/or your wife/partner for adoption and you expect to have main responsibility (with your wife/partner) for the child's upbringing.
- Where a local authority places a child with you and/or your wife/partner under a fostering for adoption arrangement and you expect to have main responsibility (with your wife/partner) for the child's upbringing.

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## 6. Entitlement to Enhanced Paternity Pay

**All qualifying stipendiary office holders regardless of their length of service are eligible for the Diocese of Norwich's Enhanced Paternity Pay. This is an enhanced rate of paternity pay above the statutory paternity pay rate which has been extended to include qualifying office holders with less than 12 months continuous service.**

For qualifying office holders, the Diocese of Norwich will enhance the Statutory Paternity Pay rate, such that full time stipendiary clergy will be entitled to take up to two weeks at full pay regardless of their length of service. The office holder receives the same amount of leave in cases of multiple births. For part-time stipendiary clergy a week is the same number of days that is normally worked in a week.

To qualify for the enhanced paternity pay you must:

- have been continuously in office between the 15th week before the Expected Week of Childbirth and the child's birth or the placement for adoption.
- have had normal weekly earnings of at least the lower earnings limit over the eight weeks ending with the qualifying week.
- not undertake any work while on Paternity Leave.
- complete the Clergy Paternity Leave and Pay Request Form.

In addition to which you will be entitled to take paid time off work to attend up to two ante-natal appointments (for up to maximum of six and a half hours per appointment) with the agreement of the Archdeacon. The Diocese will grant paid leave for ante-natal appointments for fathers or spouses/partners irrespective of their length of service. This applies to appointments made on the advice of a registered medical practitioner, registered midwife, or registered health visitor. The Diocese reserves the right to request evidence that this is the case.

## 7. Timing and Length of Paternity Leave

Local cover and other arrangements may need to be made for you to take paternity leave. You will need to notify the Archdeacon in writing of your intention to do so, as described in section 4. Notification. Although the requirement is for 28 days' notice, this is the notice that Church Commissioners require, therefore please notify NDBF HR Manager and Finance Officer 7 days in advance of that. It may be helpful to give more notice than this to the Archdeacon for purposes of arranging cover.

You are entitled to take one two-week period or two one-week periods of paternity leave. These can be taken at any time during the 52 weeks following the birth or placement of a child in the case of adoption. Paternity leave cannot be taken after Shared Parental Leave.

## 8. Changing the dates of Paternity Leave

You can change the commencement date of your paternity leave, providing you notify the Archdeacon by giving a minimum of 28 days' notice before the start of the new commencement date.

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## 9. Terms and conditions of service during Paternity Leave

You remain in office while you are on leave, which means that you retain the rights and responsibilities that go with the office, for example, the right to remain in any accommodation provided for the better performance of your duties and the obligation to ensure that the duties of the office are carried out on your behalf.

The Archdeacon, Rural Dean, and Church Wardens will work with you to ensure suitable arrangements for cover are made.

## 10. Pensions

The Clergy Pension Scheme ensures that your pension contributions are paid during paid statutory leave absence.